

# SPECIAL EVENT COMMITTEE APPROVAL FORM

**MEETING DATE:** 8/16/2023

**EVENT NAME:** Munich in Manitowoc Oktoberfest

**ORGANIZER:** PetSkull Brewing - Paul Hoffman

**E-MAIL ADDRESS:** [paul@petskullbrewing.com](mailto:paul@petskullbrewing.com)

**EVENT DATE:** 9/16/2023

**NEW OR RECURRING:** recurring

**LOCATION/DESCRIPTION:** 6th Annual Oktoberfest party at PetSkull, this year expanded to use the new N 11th Blvd. Having live music, games, and food trucks.

**COMMITTEE CONCERNS:**

**COMMITTEE DECISION:**

APPROVE	DENY
Courtney Hansen /ec Eric Nycz /ec Dan Koski /ec Shawn Alfred /ec	

**COUNCIL ACTION REQUIRED:**

Approval of road closure on N 11th from Buffalo St to York St, and Extension of Premise to include event area

**ITEMS TO INCLUDE IN LETTER:**

As part of the 2023 Mayor's budget, most fees for special events were waived. The 2024 budget has not been set. Non-waivable fees will be charged as set by policy. Please report vendors and food trucks to the Wisconsin DOR using the form S-240 at [revenue.wi.gov](http://revenue.wi.gov). Special Event Applications must be received a minimum of 60 days in advance in order to avoid a late fee. Please pay the \$100 late application fee to Visit Manitowoc, 900 Quay St, Manitowoc, WI 54220. An invoice will come via email.



# City of Manitowoc

## SPECIAL EVENT PERMIT APPLICATION

DOWNLOAD FORM

Download the PDF Special Event Application to your computer or network drive, open with Adobe Reader and fill in. We do not recommend using any web browser to open the form as most have issues with fillable PDF Forms. If you do not have Adobe Reader installed on your computer, you may download the latest version free of charge: <http://get.adobe.com/reader/otherversions>

### APPLICANT INFORMATION

Business/Org Name Petskull Brewing Company LLC

Name of Applicant Paul W Hoffman

Street Address 1015 Buffalo St

Mailing Address \_\_\_\_\_  
(if different)

City, State, Zip Manitowoc, WI 54220

Primary Phone 920-946-5670

Cell Phone 920-946-5670

Email paul@petskullbrewing.com

Wisconsin Tax Exempt

### ON SITE CONTACT INFORMATION

During Event

On-Site Contact Paul Hoffman

On-Site Cell Phone # 920-946-5670

On-Site Security Contact Name Paul Hoffman

On-Site Security Contact Phone # 920-946-5670

### EVENT INFORMATION

Event Description and Map with Event Setup and Parking Required (Some maps available online)

Document Attached



We are looking to once again host the 6th Annual "Munich in Manitowoc" Oktoberfest Party. This year we are looking to expand the event by partnering with River North Apartments and use the new North 11th Street boulevard. We are looking to block off the boulevard and use the city stage at one end for our polka band, which would be sponsored by River North Apartments. We are hoping to line the boulevard with food trucks, picnic tables, Hammerschlagen, and people! We hope to make this a very big community event that continues to grow year after year. Helmut and Klaus will once again travel all the way from Germany to attend and participate in the festivities.

Event Name "Munich in Manitowoc Oktoberfest"

Public Event YES  NO

Location PetSkull Brewing, the North 11th/Buffalo St corner lot, and the North 11th St boulevard

Estimated Total Attendance 1000-2000

Estimated Attendance 800  
from outside City of Manitowoc

Staging Area \_\_\_\_\_

Event Website <https://www.facebook.com/events/1474419983>

Event Date(s) September 16 2023

Event Start Time 1:00 AM  PM

Event End Time 9:00 AM  PM

Setup Date(s) 09/15/2023

Setup Start Time 6:00 AM  PM

Teardown Date(s) 09/16/2023

Teardown End Time 5:00 AM  PM

(Event to be cleaned by 9 a.m. on day following the event)

## FACILITY REQUESTS

- Facility Location \_\_\_\_\_
- Mariner's Trail FROM \_\_\_\_\_  
TO \_\_\_\_\_
- Athletic Field(s) Request \_\_\_\_\_
- Special Power Requirements \_\_\_\_\_
- Special Lighting \_\_\_\_\_  
(ex. ball diamonds)
- ADA Accommodations \_\_\_\_\_

## VENDORS & MONEY EXCHANGE

- Alcohol Sales  Request for Extension of Premises  
 Class B License
- Alcohol Served End Time \_\_\_\_\_ 9:00pm
- Beverage or Food Sales
- Merchandise Sales
- Vendor(s) How many \_\_\_\_\_ 2 - 3
- Collecting Money Donations
- Charging Admissions On-Site
- Credit Card Sales/Transactions
- Expected Revenue \_\_\_\_\_
- Revenue to be used for \_\_\_\_\_

## ROUTE

Route map must be submitted with application

- Road Closure  
Describe location(s)  
+ time(s)
- Close the North 11th St Boulevard, including the intersection of North 11th St and Buffalo St. See attached map.
- Timed Route
- Road Crossing  
Describe where +  
if assistance needed
- Course Marking  
Describe type
- Sidewalk  
Describe usage

## EVENT STRUCTURES

Site map must be submitted with application

- Staking Structures into Ground  
(greater than 6")
- Fencing
- Bounce House # \_\_\_\_\_
- Portable Restrooms # \_\_\_\_\_
- Signs/Banners # \_\_\_\_\_
- Carnival Rides # \_\_\_\_\_
- Dumpster # \_\_\_\_\_
- Stage # \_\_\_\_\_
- Tent # \_\_\_\_\_ Size \_\_\_\_\_
- Other # \_\_\_\_\_ Describe \_\_\_\_\_

## EVENT FEATURES

- Animals # \_\_\_\_\_ Type \_\_\_\_\_
- Fireworks - Time \_\_\_\_\_
- Drone # \_\_\_\_\_
- Lights/Spotlights # \_\_\_\_\_

## SOUND

- Amplified Sound
- Start Time \_\_\_\_\_ 1:00 AM  PM
- End Time \_\_\_\_\_ 9:00 AM  PM
- Type of Sound \_\_\_\_\_ Polka Music

## EQUIPMENT REQUESTS

Fees will be calculated based on organizer's meeting with the Special Event Committee. After event is approved, changes to equipment orders are subject to non-refundable fees. Photos and more information about rental items can be found at [www.manitowoc.org](http://www.manitowoc.org).

DELIVERY DATE Sept 15 TIME 6:00 AM  PM  LOCATION \_\_\_\_\_  
PICKUP DATE Sept 18 TIME 6:00 AM  PM  Place Items in original drop-off location after event.

*\*Indicate Quantities on Line*

### GAMES

- Bean Bag Toss \_\_\_\_\_
- Ring Toss \_\_\_\_\_
- Sports Kit \_\_\_\_\_

### STAGING / RISERS

- RISERS – 4' x 8' Wooden Platforms  
6" H \_\_\_\_\_ 12"H \_\_\_\_\_ 18"H \_\_\_\_\_
- Staging – 8'x12'
- Portable Bandwagon – 35'x8'

### TABLES & SEATING (Do NOT count any tables, benches, etc. already located at the park or in a facility)

- Banquet tables – 8'x40" \_\_\_\_\_
- Benches – 4' wooden \_\_\_\_\_
- Bleachers – 15'x5' portable \_\_\_\_\_
- Chairs – metal, folding \_\_\_\_\_
- Picnic Tables – 6' wooden 20
- Picnic Tables – 8' wooden, ADA accessible 10

### TENTS

- Tent – 10'x 20' \_\_\_\_\_

### TRAFFIC CONTROL ITEMS

- Barricades – 2' \_\_\_\_\_
- Barricades – 3' \_\_\_\_\_
- Barricades – 8' \_\_\_\_\_
- Barricades – 12' rail-type \_\_\_\_\_
- Channelizer drums – 3' reflective \_\_\_\_\_
- Cones – 18" \_\_\_\_\_
- Cones – 28" reflective \_\_\_\_\_
- Delineators – 42" reflective \_\_\_\_\_
- Parking posts with concrete base – 42"H (rope or tape not included) \_\_\_\_\_
- Traffic signs (sign only – typically placed on barricades)
  - Road Closed 3
  - Road Closed Ahead \_\_\_\_\_
  - \_\_\_\_\_
  - \_\_\_\_\_

### MISCELLANEOUS ITEMS

- Disc golf basket – portable \_\_\_\_\_
- Grill – 2' x 3' portable, outdoor \_\_\_\_\_
- P.A. system – microphone, sound board, 2 speakers with stands \_\_\_\_\_
- Post pounder / driver \_\_\_\_\_
- Power pedestal – portable \_\_\_\_\_
- Safety vests \_\_\_\_\_
- Security stanchions \_\_\_\_\_
- Snow fence – 50' rolls – plastic \_\_\_\_\_ wooden \_\_\_\_\_
- Snow fence – posts \_\_\_\_\_
- Ticket booths – outdoor \_\_\_\_\_
- Trash barrels 25
- Other \_\_\_\_\_

**VEHICLES**

Parking must be included on site map

Expected number of vehicles 700

Where do you plan to park vehicles City streets

Are there any special parking considerations \_\_\_\_\_  
(VIP, ADA, Security, Emergency Vehicles, etc)

**SAFETY & SECURITY**

The City requires security based on attendance

Do you need assistance from: Police Dept  Fire Dept/Ambulance

Describe \_\_\_\_\_

Date/Time \_\_\_\_\_

Location \_\_\_\_\_

Other than dialing 911, do you have a plan in place to deal with medical emergencies that may occur? YES  NO   
(If so, please attach)

**ADDITIONAL QUESTIONS**

Please attach any additional information which you feel will assist the Committee in evaluating your request.

Do you have any questions/comments/additional requests?

**LEGAL NOTICE**

I understand the filing of this application does not ensure approval of a Special Event. I also understand that all Special Event organizers and participants must comply with all applicable City Ordinances, traffic rules, park rules, state health laws, fire codes, and liquor licensing regulations. Fees for park facilities, temporary beer/wine licenses, stake and fireworks permits, and other necessary licenses and permits are in addition to the fees submitted for the Special Events Application. I further understand that an incomplete application may be cause for the denial of the event.

The undersigned agrees to indemnify and hold the City of Manitowoc harmless for any and all damage claims or personal injury claims occurring during this event. It is further agreed that all personal property of any kind brought on the premises shall be at the sole risk of the undersigned, and that the City of Manitowoc shall not be liable for any injury, loss or damage to said property or injury to any persons on the premises. The undersigned agrees to be responsible for any damage caused to said facility or equipment by mischief or negligence. By signing, I acknowledge that I have authority to bind the sponsoring organization and acknowledge that I have received, read and understand the Special Events Guidelines and Policy and agree to be bound by all requirements as stated in the Special Events Policy and it is hereby incorporated by reference into this signed agreement.

Date of birth of applicant 08 / 24 / 1971

Signature of Applicant:  Date: 08/10/2-23

**E-MAIL**

**PRINT**

Blocked Off Street Area

CHICAGO ST.

N. 11TH ST.

BUFFALO ST.

Portable Stage

Picnic Tables

Picnic Tables

Beer Wagon

PetSkull

Food Trucks

N. 11TH ST.

Picnic Tables





*CITY OF MANITOWOC – DEPARTMENT OF TOURISM*  
**SPECIAL CONSIDERATION FOR WAIVER OF PART OR ALL FEES  
FOR USE OF CITY FACILITIES OR EQUIPMENT**

Groups or organizations requesting special consideration for waiver of all or partial fees ordinarily charged to groups for the use of City-owned facilities or equipment must fill out this form completely, at least 30 days in advance of the event. The request will be reviewed by the Special Event Committee and/or the Public Infrastructure Committee and the group or organization will be notified by e-mail or letter of their decision(s). A financial report for the previous two years indicating all expenses and all revenues of the group/organization may be requested by the committee. **Groups or organizations must be current on all financial accounts with the City of Manitowoc.** For more information about park facilities, equipment for special events and/or the City of Manitowoc Special Event Guidelines and Policy for events on City property, visit [www.manitowoc.org/parks](http://www.manitowoc.org/parks).

Name of event: "**Munich in Manitowoc Oktoberfest**"

1. Name of club/organization making request: **PetSkull Brewing Company**

Address **1015 Buffalo St Telephone 920-946-5670**

2. Names of club officers: Name Address Telephone

President **Paul Hoffman 359 Truman St Whitelaw, WI 920-946-5670**

Secretary \_\_\_\_\_ Treasurer \_\_\_\_\_

3. Facility requested: \_\_\_\_\_ # of people \_\_\_\_\_

Equipment requested: **City Stage and Picnic Tables**

4. Date & time facility/equipment will be used: Date(s) **Sept 15 2023 Hrs. 1:00 pm - 9:00pm**

5. Please explain your request, as to what fees you desire waived or reduced and reasons.

**This event has continued to grow every season and this year, by using the new North 11th St boulevard, we hope to continue to build this great community event – not only for citizens of Manitowoc, but also for hundreds from outside the city. In partnering with River North Apartments on the event, we are also excited about promoting the new River Point district. This is a free event and we ask the City of Manitowoc to waive the fees for the city stage as well as picnic tables.**

6. Which do you consider your group to be?

A. Community service \_\_\_\_\_ B. Non-profit \_\_\_\_\_ C. Private business x

D. Club or organization \_\_\_\_\_ E. Other, please explain \_\_\_\_\_

7. Will money be collected, tickets sold, concessions sold or money raised in conjunction with the event?  
Yes  No

8. If #7 is "yes," explain and list specific charges **We will be selling beverages and food**

\_\_\_\_\_

\_\_\_\_\_

9. What will revenues be used for? **To support and sustain our business**

\_\_\_\_\_

\_\_\_\_\_

10. Do you wish to meet personally with the Committee to discuss this request? Yes  No

I understand the filing of this application does not ensure approval of a fee waiver or of the event. I also understand that all Special Event organizers and participants must comply with all applicable municipal ordinances, traffic rules, park rules, state health laws, fire codes and liquor licensing regulations. Fees for

temporary beer/wine licenses, stake and firework permits, and other necessary licenses and permits are non-waivable. I further understand that an incomplete application may be cause for denial of the waiver.

The undersigned agrees to indemnify and hold the City of Manitowoc harmless for any and all damage claims or personal injury claims occurring during this event. It is further agreed that all personal property of any kind brought on City property shall be at the sole risk of the undersigned, and that the City of Manitowoc shall not be liable for injury, loss or damage to said property or injury to any persons on the premises. The undersigned agrees to be responsible for any damage caused to said facility or equipment by mischief or negligence. By signing, I acknowledge that I have authority to bind the sponsoring organization and acknowledge that I have received, read, and understand the Special Events Guidelines and Policy and agree to be bound by all requirements as stated in the Special Events Guidelines and Policy, and it is hereby incorporated by reference into this signed agreement.

Signed Paul Wellhoff

Date 8/10/2023

**Please attach any additional information which you feel will assist the committee in evaluating your request.**

**When completed, return this form to:**  
City of Manitowoc – Tourism Department  
900 Quay St., Manitowoc, WI 54220  
E-mail: [tourism@manitowoc.org](mailto:tourism@manitowoc.org)  
Fax: 920-686-6525  
Phone: 920-686-3508